

# LEGISLATIVE STAFF AGENCIES

## THE JOINT LEGISLATIVE SERVICES COMMITTEE

The Joint Legislative Services Committee is a special committee created in 1977 (TCA, Title 3, Chapter 10, Part 1). The Committee is composed of ten members, with the Speaker of each house serving as a co-chairman. Two members of the majority party and two members of the minority party are appointed by the respective Speaker to serve on the Committee. The Committee makes recommendations on management, policies, and procedures to be employed in providing services to the General Assembly or either house thereof. The Committee appoints the directors of the Offices of Legislative Information Services, Legal Services, and Legislative Administration.

Representatives: Speaker Naifeh, McMillan, Rinks, Hargett, Sargent

## LEGISLATIVE INFORMATION SERVICES

The Office of Legislative Information Services (formerly known as Management Information Systems for the General Assembly, created by statute in 1987 in TCA, Title 3, Ch. 16), provides systems management, systems administration, systems analysis, user support, and user training for the 400+ users, employees and members, of the legislative computer network. This network is built upon a client-server network architecture. Bill drafting, bill tracking and chamber automation are our most critical legislative applications. The network also provides office automation tools via Microsoft Office software.

In addition, this office is responsible for the document publication and distribution services that were provided by the Office of Legislative Services (TCA, Title 3, Chapter 11). Among the publications provided by this office are the Tennessee Legislative Record, the "Daily Service", copies of bills and resolutions, the Unofficial Index to Legislation, and floor summary calendars. A sales office is located outside their office in the basement of the Legislative Plaza. This office maintains an inventory of all printed bills, resolutions, and amendments for sale to the public.

The Director is Steve Kriegish. LIS is located on the first floor of the Rachel Jackson Building. The main phone number is 741-1552. Mr. Kriegish can also be reached at 741-2925.

### LIS PHONE NUMBERS (all have 741 prefix)

Name	Phone	Name	Phone	Name	Phone
Steve Kriegish	1-2925	Alan Osborne	1-2917	Brian Lewis	1-2961
Belinda Bannister	1-2014	Don Hirschi	1-2860	Bob Morrow	1-2721
Sheryl Overton	1-1269	Bob Trezise	1-2803	Kimberly Allen	1-3005
Deb Cassetty	1-2928	Lisa Guess	1-2959	Kerry Bryan	1-2535
Tim Harris	1-2946	Donal Haggard	1-2952	Susan Starr	1-3134

## OFFICE OF LEGAL SERVICES

The Office of Legal Services (TCA, Title 3, Ch. 12) is the legal staff office of the General Assembly. The offices are located on the ground floor of the War Memorial Building and a temporary office is staffed in the House Chamber to draft amendments to pending legislation during sessions of either house of the General Assembly.

The Office of Legal Services is charged with legal research, short-term research, advising on model acts recommended by national organizations, providing legal counsel to committees and members, drafting resolutions, bills, and amendments to bills; preparing abstracts and summaries of legislation introduced during the session; staffing special and standing committees; preparing legal opinions upon request of members of the General Assembly; summarizing amendments for the floor and message calendars; jacking legislation for introduction; serving as staff for the Tennessee Code Commission and the Board of Commissioners for the Promotion of Uniformity of Legislation in the United States; and maintaining a legislative reference library.

The Office of Legal Services is open from 8:00 a.m. to 4:30 p.m. on weekdays and whenever the General Assembly is in session. The Director is Ellen Tewes (G-10, WMB, 741-3056).

### Legal Services Attorneys

Joseph A. Barnes	741-9504	Karen Johnson	741-9549
Lynn Goldberg-Wolf	741-9523	Paige Seals	741-9505
Jess Hale	741-9510	Fred Standbrook	741-9508
Helen James	741-6022	Sally Swaney	741-9524
Doug Himes	741-9506	Thomas E. Tighe	741-9522
William Hollings	741-3076	Jim White	741-9520
		Randi Greene	741-4858

## OFFICE OF LEGISLATIVE BUDGET ANALYSIS

The Office of Legislative Budget Analysis is responsible for conducting detailed analysis of the state's budget and of the impact of comprehensive legislation. Other duties include examining and making recommendations on the fiscal effects of public policy decisions of the General Assembly; as well as monitoring federal grants and information management. The Budget Director is Connie Hardin, (1st Floor Rachel Jackson Bldg. 741-4378).

### LEGISLATIVE BUDGET OFFICE PHONE NUMBERS

Connie Hardin	741-4378	David Thurman	741-4380
Paula Davis	741-4379	Bridgett Roberts	741-4376
Jimmie McCurdy	741-6527	Sherri Ingram	741-4378

## THE OFFICE OF LEGISLATIVE ADMINISTRATION

The Office of Legislative Administration (TCA Title 3, Ch. 13) has the responsibility to prepare the budget for the General Assembly; to maintain financial management, payroll and personnel records; to purchase and distribute supplies and materials; to disburse funds for expenses of the General Assembly; and to provide maintenance services for all legislative facilities. This office is responsible for human resources management and administration including classification and compensation, policy development, employee relations, recruitment and interviewing, work environment issues and ensuring compliance with state and federal employment policies for the General Assembly. The Director of Legislative Administration is Connie Frederick, (G-11 WMB 741-3569).

## LEGISLATIVE ADMINISTRATION PHONE NUMBERS

Connie Frederick	741-1919	Lynn Kovach	741-7733
Alice Abbey	741-7740	Mark Davidson	741-7747
Tammy Rather	741-7742	Theron Lacy	741-7772
Glenn Barber	741-7748	Brenda St. John	741-7701
Dale Barnes	741-7760	Priscilla Warrington	741-7767

PERSONNEL AND ADMINISTRATION. Offices are open each day at 8:00 a.m. Pay day is the last working day of each month. Session employees accrue no annual leave or sick leave benefits. Holidays are announced by the Speaker's office. In the event of a holiday falling on a day the legislature is in session, compensatory time is earned and can be used at a later time. The holidays that may fall during a legislative session are: Martin Luther King's birthday (January 15); President's Day (February ); Good Friday; Memorial Day (fourth Monday in May).

TELEPHONE SYSTEM. The telephone system allows members to place calls throughout the state at a reduced rate by using a WATS Line. Calls may be transferred from one number to another within state government, outside the system and to other cities or states, or to set up conference calls.

SUPPLIES. All supply requests are handled through this office.

POSTAGE AND MAIL DELIVERY. Each member has a set allowance for printing and postage. Stamps must be used for official mail only. Mailboxes are located in the Mail Room on the ground floor of the WMB (G-2). Bill Howse is in charge of the mail room (2438). For special items to be mailed, check with Mark Davidson (741-3569) to obtain the best rate available and instructions for preparing these items for mailing.

EQUIPMENT MAINTENANCE. All equipment maintenance is under state contract. This includes primarily typewriters and copy machines. Dale Barnes (3569) in the Office of Legislative Administration handles this. Typewriters and other equipment shall not be removed from the office. Any thefts of state property should be reported immediately.

PHOTOCOPYING AND SPECIAL MULTI-COPY NEEDS. Photocopying machines are available to the legislative staff in the following locations:

Legislative Plaza

House Copier (near Suite 35)

Senate Copier (across from cafeteria)

War Memorial Building

Ground Floor - This machine belongs to Legal Services; they have immediate priority during session.)

There are copiers on the first, second, and third floors of the WMB, primarily for the use of members' secretaries.

There is a maximum of 250 copies per job on the House copier unless otherwise authorized by the Speaker's office. For large copying jobs most members utilize the services of the Capitol Print Shop (741-2647) located on the upper level of the parking garage and accessed via the elevator in the first hallway to the left in the Plaza after getting off the escalator from the Capitol.

BUILDING MAINTENANCE. The Facilities Manager of the State Capitol is Judy Ladd. She handles those items directly related to the Capitol itself. The Facilities Manager, who handles the operations involving the legislature, the Plaza and the War Memorial Building, is Skip Butler (741-3631).

**CONFERENCE AND COMMITTEE ROOMS.** Conference and committee rooms are available for use and are reserved as follows:

LP House Hearing Rooms (16, 29, 30, 31); Speaker's Conf. Room	House Speaker's Office	741-3774
LP Senate Hearing Rooms (12, 14); Lt. Gov. Conf. Room	Lt. Governor's Office	741-2368
WMB Conference Rm. 116	Minority Leader's Office	741-3771
House Chamber	House Clerk's Office	741-2901
Senate Chamber	Senate Clerk's Office	741-2730

**PARKING GARAGE.** In 2001 the parking garage and all requests relating to it are handled out of the House Speaker's Office (741-3774). Members and certain staff have assigned locations on the upper level. Full time staff have assigned locations on the lower level.

**LEGISLATOR'S PAY AND EXPENSES.** Legislator's pay and expense reimbursements are processed through the Speaker's office and the Office of Legislative Administration. During session the representative's attendance at session and committee meetings will assure his or her receiving compensation. The House Clerk's Office keeps attendance records for session times and takes attendance in the Committee Meetings, which the Committee Secretary then sends to Lynn Kovach (741-3569) in Legislative Administration.

Beginning with the November 1996 election, member's compensation is as follows:

Compensation	\$16,500.00/year
Home Office Allowance	\$525.00/month
Per diem	\$114.00/day
<b><u>Mileage</u></b>	.32/mile for 1 round trip/week
<b><u>Postage</u></b>	
Senator	4225.00/year
Representative	1955.00/year

**RETIREMENT.** Members of the General Assembly are eligible for membership in the Tennessee Consolidated Retirement System. Members are eligible for retirement benefits after age 55 and four years vesting in an amount of \$70 per month times the number of years of service (i.e., for 10 years of service, the monthly amount would be \$700). This amount became effective with the 96th General Assembly members. The retirement system is noncontributory. Members of the retirement system contribute to and are covered by Social Security.

**INSURANCE.** Members of the General Assembly are eligible to participate in the State's group insurance plans which include hospitalization, accident and life insurance, and dental insurance.

## **JOINT SELECT COMMITTEES**

### **Select Oversight Committee on Corrections**

The Select Oversight Committee on Corrections (created by TCA, Title 3, Chapter 15, Part 1 in 1987) is responsible for reviewing all correction-related legislation and providing to the standing committee appropriate background information on the bill or impact of the bill on the correction system. A specific set of procedures is set out in the Public Chapter creating this Committee. Claire Drowota is Executive Director; the office is located in Rachel Jackson Building, phone 741-1546.

Senators: Atchley, Crutchfield, Fowler, Harper, Kyle, Norris, Jackson  
Representatives: Lois Deberry, Curtiss, Langster, McKee, Pinion, Todd, Windle

### **Select Committee on Children and Youth**

This Committee, created by TCA, Title 3, Chapter 15, Part 2, provides for eighteen members, nine (9) Senators and (9) Representatives. These members are to serve the duration of the Committee's existence (January 15, 1991). They are authorized to create subcommittees; request reports by legislative and other state agencies; conduct meetings and public hearings; employ committee staff as appropriate, if funded; enter into contracts for technical or professional services; and, create an advisory task force.

The committee is required to report annually to the General Assembly and has the responsibilities to review current state policies on children and youth; study problems jeopardizing development and well being of Tennessee children and youth; define and establish comprehensive state policy; identify current priorities conflicting with this above policy; serve as informational source to General Assembly; and, identify new laws that are needed to promote this state policy.

The office is located on the third floor of the J. K. Polk Building; phone 741-6239.

Senator Larry Trail, Chairman  
Representative Sherry Jones, Vice-Chairman  
Representative Brenda Turner, Secretary

Senators: Beavers, Crutchfield, Dixon, Graves, Harper, Henry, Jackson, Person  
Representatives: Chumney, L. DeBerry, Fowlkes, Harwell, R. Johnson, Montgomery, Patton

Cindy Perry, Director  
Debbie Gazzaway, Administrative Assistant

### **Select Oversight Committee on Education**

Created in 1984 in TCA, Title 3, Ch. 15, the Select Oversight Committee on Education is composed of sixteen (16) members; four each (4) from Senate and House Education Committees and four each (4) from Senate and House Finance, Ways and Means Committees. It is required to meet monthly to monitor implementation of the career ladder program and attendant expenditures. The Committee does not have any permanent staff.

Senators: Atchley, Crowe, Crutchfield, Fowler, Graves, Haynes, Herron, McLeary, McNally  
Representatives: Davidson, Ferguson, Hagood, Head, U. Jones, Maddox, Patton, Roach, Winningham

### **TennCare Oversight Committee**

The TennCare Oversight Committee is a special committee appointed by speakers of each house to oversee the TennCare Program. The committee consists of eight Senate and eight House members.

The TennCare Program, initiated by former Governor Ned McWherter replaced Medicaid, the state's health care system for the poor, with a managed care system. TennCare also offers a health care program for the working uninsured, who pay for their health care benefits on a sliding scale basis. The executive director of the TennCare Oversight Committee is currently vacant.

Senator Dixon, Chairman  
Representative Bowers, Vice-Chairman

Senators: Atchley, Ford, Fowler, Herron, Jackson, McNally  
Representatives: Armstrong, Hargett, Harmon, Overbey, Shepard, Walker

### **Joint Workers' Compensation Committee**

Created in 1996 by TCA, Title 50, Ch. 6, Part 1, the Special Joint Committee on Workers' Compensation is composed of eight (8) members of the Senate and eight (8) members of the House. The committee is responsible for monitoring the implementation of the Workers' Compensation Reform Act of 1992 and subsequent reforms and many other programs, initiatives or topics related to the Tennessee workers' compensation system. The committee also reviews and comments on any bill referred to it by a standing committee of the general assembly. The Comptroller of the Treasury and the State Treasurer provide the staff for this committee.

Senators: Atchley, Burchett, Clabough, Crutchfield, Dixon, Haynes, Ketron, Kurita  
Representatives: Briley, Fitzhugh, Hargrove, McDaniel, McKee, Rinks, Sargent, West

### **Select Committee on Business Taxes**

The Joint Committee on Business Taxes was created by TCA, Title 3, Chapter 15, Part 6 to study the Tennessee tax system as it relates to fairness, equity, and ensuring comparativeness between Tennessee businesses and their counterparts in other states. An additional mission of the committee is to foster economic growth by recommending tax incentives and abatements to businesses making a substantial investment in the state in the form of new jobs and/or a substantial capital investment to the state. Irene Ward is the staff person and can be reached at 741-7881

Senators: Cooper, Dixon, Henry, Kyle, McNally, Norris, Ramsey  
Representatives: Bowers, Henri Brooks, Cobb, Hargett, McDaniel, McKee, Pinion

## **OTHER AGENCIES**

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### **FISCAL REVIEW COMMITTEE**

The Fiscal Review Committee was created by statute in 1967 (TCA, Title 3, Chapter 7) as a special continuing committee of the General Assembly. The Committee is composed of six senators and nine representatives, elected by the members of the Senate and House of Representatives, respectively. The ex-officio members are the Speakers of each house and the Chairman of the Finance, Ways and Means Committee of each house.

The function of the Committee is to conduct a continuing review of such items as revenue collections, budget requests, the recommended executive budget, appropriations, work programs, allotments, reserves, impoundments, the state debt, and the condition of the various state funds. The Committee is required to submit quarterly reports to the General Assembly and to make special reports to legislative standing committees.

The committee staff is responsible for preparing a fiscal note on every bill having a fiscal impact; and this activity comprises most of the staff's work during the early part of the session. The fiscal note process involves some detailed paperwork (e.g., keeping records of all bills as they are introduced); the analysis of legislation; and the analysis of support forms received from departments and agencies affected by proposed legislation. Support forms contain comments from departmental spokespersons relative to the expected fiscal impact of legislation but are not always consistent with the committee staff's own analysis.

When fiscal note production is completed, this committee returns to its official capacity as the "budgetary watchdog" of the legislature. This oversight function might involve an analysis of the department's fiscal practices, an accounting of vacant positions in state government, or even an analysis of certain programs and expenditures.

The Director of the Fiscal Review Committee Staff is Jim Davenport (741-6100), Room G-19, War Memorial Building.

### **Fiscal Review Staff**

Jim Davenport	741-6100	Carey Rogers	532-6860
David Bone	532-6865	Georgette Simmons	532-6862
Dan Cooper	532-6859	Randi Troutt	532-6861
Beth Everett	532-7392	Kim Wilder	532-6863
Martha S. Smith	532-6864	Chris Eaton	532-9941
Judy Richardson	532-6497		

### **Fiscal Review Committee Membership**

Senators: Bryson, Cooper, Cohen, Henry, Fowler, Southerland,

Representatives: Curtiss, Dunn, Ferguson, Fraley, Head, Pruitt, Rowland, Shepard, Todd, Vincent

### **JOINT FINANCE, WAYS AND MEANS STAFF**

The Office of the Comptroller of the Treasury provides the General Assembly with additional staff each year. The Senate and House Finance, Ways and Means Joint Staff assists the Committees with budget hearings, reviewing the state's annual budget, researching fiscal matters, and providing fiscal data to the General Assembly, Suite 3, Legislative Plaza, 741-4805.

### **THE COUNCIL ON PENSIONS AND INSURANCE**

The Council on Pensions and Insurance was created by statute in 1971 (TCA Title 3, Ch. 9, Part 1) to develop and recommend standards and state policy on pensions and retirement; to study and analyze pension and retirement developments in governments, industry and business and recommend any necessary changes in the state's law; and to review and make recommendations to the General Assembly on any introduced bills proposing changes in an existing pension and retirement system.

Public Chapter 179 of 1989 changed its name to Council on Pensions and Insurance from Council on Pensions and Retirement, provided that "all bills pertaining to retirement and state insurance programs shall be referred to this committee for recommendation", and provided that all bills dealing with pensions and retirement or TCRS "shall be referred to the Council and to a standing committee;" and that no action can be taken on

that bill in the standing committee until the Council makes its recommendations. (TCA 3-9-101-104). The Council must act within five weeks of a bills passage on second consideration.

The Council is composed of the chairman, vice-chairman, secretary, and three members of the Finance, Ways and Means Committee of each house. The other ex-officio members are the Speakers of each house, the Comptroller of the Treasury, the Commissioner of Finance and Administration, the Commissioner of the Department of Personnel, the State Treasurer and the Director of Retirement.

Senators: Atchley, Clabough, Cooper, Crutchfield, Ford, Henry, Kyle  
Representatives: Bone, Head, Fitzhugh, Kent, McDaniel, Tindell

### **TENNESSEE ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS**

In the late 1970's, legislative findings indicated the need for a permanent intergovernmental body to study and take action on questions of organizational patterns, powers, functions, and relationships among federal, state, and local governments. In pursuit of this goal, TACIR was created in 1978 (T.C.A. 4-10-101). Harry A. Green is the Executive Director, and it is located in the Capitol Boulevard Building, Suite 508; phone 741-3012.

Senators: Beavers, Crutchfield, Henry, Graves, Norris  
Representatives: Chairman Rinks, Head, Hargett, McMillan, L. Turner

### **THE OFFICE OF MINORITY AFFAIRS**

The Office of Minority Affairs was established by joint resolution as a joint legislative agency to provide essential information necessary to the formulation of legislation and how it will specifically impact on minority citizens of the state; serve as a unique research unit to gather information pertinent to issues and legislation under discussion in the General Assembly; operate as a clearinghouse for information on enactments of the Tennessee General Assembly and the opportunities these enactments create for minorities; and further increase the ability of the Tennessee General Assembly to respond to the needs of minority residents.

To realize the above purposes, the Office of Minority Affairs (1) sponsors and coordinates seminars, hearings and meetings in an effort to surface issues, determine needs and identify aspirations of the minority community; (2) ranks critical concerns in order to establish minority legislative priorities; (3) develops, maintains and utilizes a valuable resource system which benefits legislators with input from minority constituency during creation and introduction of progressive legislation; (4) encourages greater minority interest and participation in the political and legislative processes through publications and communications; and, (5) provides legislative and other pertinent information relative to the affairs of minority groups.

The Office of Minority Affairs is open 8:00 a.m. to 4:30 p.m. Barbara Nance is the Director of Minority Affairs, 105 WMB, 741-3900.

### **CAPITOL PRINT SHOP**

The Capitol Print Shop, located on the first floor of the legislative plaza parking garage, is part of the Comptroller's Office. It is our in-house printing agency and prints members newsletters, journals and the other publications mentioned under "Legislative Reference Materials", stationery, and bill and amendment copies, as well as various reports for the Constitutional Officers, including audits, the Public and Private Acts, and the Treasurer's report. The head of the print shop is Larry M. Jones (741-2647).



## **PRESS SECRETARIES**

The press secretary's role is one of facilitating the flow of information between representatives and the news media. Primary responsibilities include press releases, speech writing, newsletters and a periodic summary of the legislature's activities.

Press Secretaries currently are:

House Democratic Press Secretary -- Matt Kroplin, 26A LP, 741-6620.

House Republican Press Secretary -- Lance Frizzell, 104 WMB, 741-1975.

Senate Democratic Press Secretary -- Andy Spears, 10 LP, 741- 6682.

Senate Republican Press Secretary -- Jesse Hughes, 317 WMB, 741-6336.

House Broadcast Information Officer -- Ron Campbell, 16A LP, 741-0907 or 741-4020.

Senate Broadcast Information Officer -- Juanita Rose, 16A LP, 741-0907 or 741-4020.

## **INTERNS**

Interns are an integral part of the staff operation of the General Assembly when we are in session. Interns are generally divided into two categories: State interns and private interns.

### **TENNESSEE LEGISLATIVE INTERNSHIP PROGRAM**

TCA 49-50-610 is the statutory authority for the legislative internship program which currently has 34 eligible institutions supplying up to 28 interns per year for the standing committees and leadership offices of the General Assembly. The Program Administrator is Donna Morgan (741-3299), Room G-11 War Memorial Building.

Eligibility for the program is limited to upper division undergraduate and graduate students at participating institutions in Tennessee offering a program leading to a degree in law, political science, history, administration, social work, economics, sociology, journalism and related fields.

The Legislative Intern Committee is composed of eight (8) legislators (four (4) members of the Senate and four (4) members of the House of Representatives) and the Program Administrator. The Committee is charged with selecting and meeting with the five (5) members of the Academic Intern Committee to review the progress of the program and to establish policies for the next academic year. The Academic Intern Committee consists of five (5) designated faculty members selected from among the various participating institutions. The Committee screens nominations for the program, interviews finalists, and makes recommendations relative to academic credit, course content, etc., of the program.

Together the Academic Committee and the Legislative Intern Committee comprise the Sponsoring Committee which reviews policies, interviews candidates, fixes stipends, sets work schedules and hours, and assigns interns to appropriate committee and leadership offices. Currently 16 House Committee and Leadership Offices are provided with interns; 12 in the Senate. These students receive academic credit for their work and a stipend paid for by the State of Tennessee.

The Sponsoring Committee sets guidelines for the Internship Program, including policies for the Utilization of Interns by Legislators and Rules Governing the Conduct of Interns. These guidelines, listed below, are applicable to State and Private interns alike.

## **PRIVATE INTERNS**

Several of the public educational institutions have made arrangements with their local legislative delegations to sponsor interns who are assigned to those members. In 1997, approximately 30 - 35 full-time private interns provided staff for the offices of the various legislators. These interns are paid with state and private moneys, e.g., alumni funds. Credit is offered for this internship just as with the State program. Private interns are required to register with the Program Administrator of the Tennessee Legislative Internship Program, must attend the orientation seminars, and are subject to the same guidelines for utilization and conduct as State interns.

## **A STATEMENT OF POLICY CONCERNING THE UTILIZATION OF LEGISLATIVE INTERNS**

The Tennessee Legislative Internship Program was designed with the recognition of the educational value of the legislative experience. The college students to be recruited as legislative interns were to be Tennesseans who would benefit the most from a thorough knowledge of state government and who would use the experience to further the best interests of their citizenship.

The internship experience should provide, apart from the technical or mechanical aspects of any assignment, an analytical function which sets it apart from the classroom. It is this special feature—the opportunity to see "real life" political-governmental activity and to become to some extent involved in that milieu—which gives classroom learning extra meaning and utility.

The diverse character of the general assembly, springing from the size and representative nature reflecting the state's population, affects the nature of possible assignments, which are many and varied. The pool of interns should also be varied in character and origins, united only by high academic and personal standards and a certain facility for research. Like all general assembly staff members, interns must cultivate flexibility and must be able to work well under a variety of circumstances and with many different people, including other staff members, constituents, and members of the general assembly.

The intent of the internship program, as expressed in Tennessee Code Annotated, Section 49-4701\*, is to enrich the intern and to provide the general assembly with dedicated staff members. Clearly the fulfillment of that intent must be a cooperative effort involving the whole-hearted commitment and support of the intern, the members of the general assembly, and the permanent staff.

The intent of the program as expressed in statute should be borne in mind by legislators in determining intern assignments. Personal limitations or practical considerations may initially prevent a legislator or legislative staff head from allowing an intern to perform certain services. With those exceptions, which will vary among legislators, and with the confidence the legislator has in his intern, the following services should be generally within the intern's competence to perform:

Bill Analysis. Analysis of bills is generally interpreted as going beyond the summary of the bill's content, to touch upon fiscal, economic, and political impact.

Spot Research. The preparation of short memoranda or notes on particular issues, or the gathering of statistical data, may be of use to legislators and committees.

In-depth Research. The preparation of a report based upon studies over several weeks might be undertaken by an intern, including compilation of certain provisions of laws, rules, or regulations from other states, for example.

Maintenance of Special Files. Interns might be assigned the duty of compiling and maintaining files on subjects of interest to the legislator or committee.

Handling of Constituent Mail. A service of this sort might include the preparation and maintenance of constituent communications on various issues; contacting the appropriate offices for information; performing other necessary research to provide information; and preparing letters for the legislator's signature.

Preparing Newsletters and Press Releases. Legislators might assign interns to prepare newsletters containing a description of bills sponsored, a discussion of major legislative accomplishments, and a presentation of the legislator's views on current issues. The preparation of press releases for newspapers and other news media is a closely related function.

Bill Status Reports. An intern can perform a valuable service by keeping the legislator's or committee's bill status report current, determining when committee appearances are necessary, and providing special notice of dates for floor debate of the member's legislation.

Speech Writing. The research of the speech topic, identifying the nature and interest of the audience, and the actual writing of an appropriate speech or speech notes, might be assigned to an intern.

Attending Committee and Subcommittee Meetings and Floor Sessions. Interns might be directed to attend meetings in which the legislator has an interest but is himself unable to attend, to provide the legislator with a summary of the discussion or debate and the action taken.

Personal Agent or Liaison. Legislators might designate interns as agents to solicit information from legislative or administrative offices or to convey the legislators' interest in a given matter, as instructed.

The Sponsoring Committee recognizes that the intern is a novice, lacking in experience, and incapable of immediately performing all the foregoing services in an acceptable manner; by the same token, the foregoing services by no means exhaust the possibilities for intern assignment. Legislators and permanent staff will wish to evaluate the intern's relative proficiency in the several areas and use his demonstrated talents to the best advantage, wherever they might lie.

The Sponsoring Committee also recognizes that the cooperation of all employees of individual legislative offices is imperative if the goals of a particular office or committee are to be accomplished. Accordingly, work of a clerical or secretarial nature may, by necessity, have to be shared by secretaries, interns, research analysts, pages, and others. However, under no circumstances should those conditions precipitate an intern's being used totally or primarily for such assignments.

Adopted this, the 24th day of August, 1978.

\*In the three-tier system instituted since the adoption of this policy, this section in the Tennessee Code Annotated is now 49-50-601.

## **UNIFORM POLICIES GOVERNING THE CONDUCT OF LEGISLATIVE INTERNS**

Interns should recognize and appreciate that their conduct and deportment reflect not only on themselves but also on the General Assembly and that while serving as interns they are serving in the public gaze. Therefore, the following policies are adopted and applied to all students serving the General Assembly in the capacity of an intern:

1. Interns are required to attend the pre-session orientation seminars sponsored by the Office of Legislative Services.

2. Interns are expected to keep regular state business hours (8:00--4:30) during the term of their appointments. As legislative employees, interns are further advised that there may be occasions when they will need to work overtime to complete their work assignments, so they should plan to adjust their schedules accordingly.

3. Interns should report for work every day. If extreme circumstances necessitate an intern's absence or tardiness, the intern should advise the legislator's office, or staff member's office, as appropriate, before 8 a.m.

4. Interns will keep in strictest confidence any information which they acquire in the course of the internship that the legislator indicates is sensitive or confidential.

5. Interns should be advised to be alert to sensitive information if it has not been clearly labeled confidential and to ask about the information before relating it to anyone.

6. Interns should remember to behave in a courteous manner with any person they may come in contact with in performing their duties. Interns should keep in mind that others may well regard them as representatives of the legislators.

7. During the term of the internship, interns are discouraged from participating actively in partisan political activities, bearing in mind that they are representatives of the legislature, their colleges or universities, and their internship program.

8. Interns are reminded that the legal age in Tennessee for the consumption of alcoholic beverages is twenty-one (21) years of age.

9. All interns should avoid any conduct or activities which would cause embarrassment or which might ethically, legally, or morally compromise them, their sponsoring institution, or the General Assembly.

10. Interns shall not attend receptions or other functions held for the General Assembly unless they are specifically invited by the hosts to attend such functions.

11. Interns are not permitted or authorized to solicit or accept contributions or donations from legislators, lobbyists, or permanent staff for any purpose.

12. Interns are not permitted to lobby for or against legislation during the term of the internship.

13. Interns are not permitted to place long distance telephone calls from legislative offices, unless such calls are (1) approved in advance by the legislator and (2) recorded on Form DA-9 (Log of Long Distance Telephone Calls) which is available through the Office of Legislative Administration.

14. (a) Interns should recognize that most legislators have only one or two staff members and that interns are expected to share routine office work (filing, photocopying, answering the telephone, running errands,

posting notices, etc.) with the full-time staff, if necessary, to expedite the work of a legislator, a committee, or a legislative office.

(b) Interns should also recognize that the limited size of the total legislative staff requires that all legislative employees, whether they be interns, secretaries, committee research analysts, administrative assistants, personal aides, or professional staff from a central agency of the legislature, demonstrate initiative, cooperation with each other, and a willingness to "pitch in" to meet the demands of a given legislative office. Interns, therefore, are encouraged to assist other interns and the full-time staff, if their schedules and workload permit.

15. Interns are advised that parking space is critical during the legislative session and strict compliance with all parking regulations is required of all legislative employees.

16. Interns are reminded that rules of the House and Senate prohibit legislative employees, including interns, from entering the chambers during floor sessions.

17. Interns will be furnished identification badges, which they will be expected to wear at all times they are at work for the General Assembly.

18. Failure to comply with these policies will result in disciplinary action by the Intern Program Coordinator and may result in dismissal from the Program. Each infraction shall be handled on a case-by-case basis.

(NOTE: These policies were adopted by the Sponsoring Committee of the Tennessee Legislative Internship Program on August 21, 1986, and were approved by the Joint Legislative Services Committee on September 11, 1986.)

# LEGISLATIVE REFERENCE MATERIAL

## DAILY PUBLICATIONS

**DAILY SERVICE.** Available to each office on a daily basis during session (to be picked up at a pre-determined location), it gives an abbreviated account of all action taken in the House and the Senate for that day. Published by the Office of Legislative Information Services, information contained in the Service includes:

- 1) The current date of the Service and running count for the number of days of the regular session.
- 2) Order of Business for the day for the Senate and House including
  - a) Resolutions introduced or considered and action taken
  - b) List of bills introduced or passed on first consideration
  - c) List of bills pre-filed for the next legislative day
  - d) Bills passed on second consideration and committee of referral
  - e) Bills withdrawn
  - f) Sponsor additions to legislation
  - g) Bills passed on third consideration
  - h) Action taken on bills by the opposite House
  - i) List of bills on committee calendars for next meeting
  - j) List of bills on floor calendars for next legislative day
  - k) Recommendations on bills heard in committee

**FLOOR SUMMARY CALENDARS.** Calendars for third and final reading in the House and Senate are prepared and distributed by the Office of Legislative Information Services. Copies of the Regular Calendar and the Consent Calendar are distributed to each member in a predetermined location so it can be reviewed in that office; a copy is also placed on each member's desk for consideration during the session. A Message Calendar is also distributed on each member's desk for that day's consideration.

Floor summary calendars are prepared from the list of bills provided by the Clerk's Offices and from the summaries of bills and amendments provided by the Office of Legal Services. Extra copies, though limited, are located in the House or Senate chambers.

**MICROFICHE.** An easily recognizable reference, used for its convenience and current day-to-day information on legislation. While also utilized by various legislative agencies, used primarily used by non-legislative, state government agencies, since they do not have on-line access. Microfiche are picked up at pre-determined locations. Published by the Office of Legislative Information Services, the microfiche provides, at a glance, the following information:

- 1) The companion bill number.
- 2) The name(s) of the sponsor(s).
- 3) An abstract, or brief description of the legislation.
- 4) An entry on each action taken on a proposal, including the date of the action and the chamber taking the action.

It is available in two distinct formats:

- 1) **Subject Index.** A compilation by subject matter of all bills introduced in either or both Houses.
- 2) **Bill History.** A numerical listing of all bills and resolutions introduced into the General Assembly.

## WEEKLY PUBLICATIONS

**JOURNALS.** Senate Journals are published and distributed weekly. House Journals are available to members and staff. Printed copies are delivered upon request. The journals provide an official record of session activities -- motions, amendment text and votes, the identify of members making motions and a record of the votes on such, and passage or failure of a proposal by roll call vote of members voting.

**WEEKLY COMMITTEE AGENDAS.** Published by the House or Senate Clerk's Office, this booklet is a compilation of calendars of all committees scheduled to meet the following week. It includes the committee officers; bill numbers, sponsors, and abstracts of those bills placed on notice; and the meeting place and time of meeting. Also included are floor calendar listings for the coming week, to the extent they are known at that time.

**LEGISLATIVE RECORD.** Published by the Office of Legislative Information Services, in addition to bill history, the Record provides a listing of the officers of each chamber, leadership and committee officers and membership. The Record lists all legislation in numerical sequence, the primary sponsors, the subject and abstract of the legislation, a reference to the TCA section to which changes are proposed, the companion bill number, and the date and description of the most recent action taken on a proposal.

**PAMPHLET COPIES OF PUBLIC ACTS.** The Office of the Secretary of State (741-7411) prints in pamphlet form copies of public laws enacted. They are distributed to each member upon request.

## PERIODIC PUBLICATIONS

**BILL SUMMARIES.** Summaries of the legislation introduced; usually filed with the member's bill copies. This reference provides a description of the proposal; a brief summary of the present law with reference to its location in the public or private acts, an outline of how the proposal will change present law, and often times an analysis of the effect of the proposed change on related laws. These summaries are prepared by the Office of Legal Services (741-3257).

**FISCAL NOTES.** Fiscal notes state the estimated amount of increase or decrease in revenue or expenditures and the fiscal implications of pending legislation. In the House, legislation having a positive or negative fiscal effect of over \$100,000 must also be referred to the Committee on Finance, Ways and Means. In the Senate, legislation having a negative fiscal impact of over \$50,000 must also be referred to the Finance, Ways and Means Committee. Fiscal notes are prepared and distributed by the Office of Fiscal Review.

**THE UNOFFICIAL INDEX TO LEGISLATION.** Similar in content to the Subject Index of the microfiche. Published by the Office of Legislative Information Services at the end of an annual session, this publication contains listings of public chapters passed during that session, a listing of bills by subject matter, code sections amended or repealed, and other pertinent statistical information.

**BOUND JOURNALS.** At the end of each legislative session, the House and Senate Journals are bound, with indexes, into volumes for permanent references and delivered to each member's office.

**ABSTRACTS OF PUBLIC CHAPTERS PASSED BY THE GENERAL ASSEMBLY.** Published by the Office of Legal Services after session, this booklet contains, by subject listing, a description of all public chapters passed during that particular legislative session. It also includes code sections amended or repealed, original House and Senate bill numbers, and the Public Chapter numbers assigned.

**PUBLIC AND PRIVATE ACTS.** At the end of session the Public Acts and Private Acts (published during session in pamphlet form on a weekly basis) are printed and bound into volumes for permanent reference.



## LEGISLATIVE LIBRARY

The Legislative Library has an extensive selection of materials for legal and legislative research, as, well as a small general reference collection, reports from various state agencies, several newspapers and general interest magazines, and a variety of other materials.

Please ask the Librarian or the Library Assistant for assistance in checking out any of the materials. There is no time limit on the use of materials, but a record of the location of books and reference materials is required. Please photocopy and return original material as soon as possible so that others may also have access to all materials.

### Selected List of Resources Available:

- Tennessee: Annual Reports for various departments  
Attorney General Opinions  
Blue Books  
House and Senate Journals  
House and Senate Rules  
Printed Bills (from 1970 to present)  
Public and Private Acts (from 1827 to present)  
Rules and Regulations  
Supreme Court Decisions  
Telephone books for all Tennessee cities  
Unofficial Index to Legislation
- US: American Jurisprudence  
Atlases and Almanacs  
Corpus Juris Secundum  
Index to Legal Periodicals  
Supreme Court Decisions  
United States Code Annotated
- Misc.: The Tennessean (kept about two months)  
USA Today (kept about one month)  
Wall Street Journal (kept about one month)

The Legislative Library also has access to the Internet via the Legislative T1 line and also the state PPP network, access to the database of the Nashville Public Library, and access to LEXIS/NEXIS. In addition, the Library has many CD-ROM products, including Tennessee Law on Disk, the US Code Service, the Code of Federal Regulations, cases from the Sixth Circuit Court of Appeals, and cases of the US Supreme Court.

The Library also maintains a small, informal, general interest fiction and non-fiction leisure reading collection for the exclusive use of Legislators, their staff, and the staff of the Office of Legal Services.

Please call the Library at 741-5816 for more information or to request any of the items that are available.

## RESOURCE MATERIALS AVAILABLE FROM THE STATE LIBRARY AND ARCHIVES

The Public Service and Legislative History Sections of the State Library and Archives (phone 741-1549) have recordings as follows:

Recordings of House and Senate Floor sessions from 1959 through the present.  
Recordings of House and Senate Standing Committee meetings from 1974 through the present, though not all committees are available for all years. Only recently have they begun to record all meetings.

Tapes of certain Joint Committee and Select Committee hearings (based on the request of the Chairman).